

Incident Business Conference Call
07/13/2006

AD Single Resource Hiring Form - Incident Teams are not required to call the home unit to issue a new hiring form when an AD changes positions. AD Pay Center does not require a new Single Resource Hiring Form - the incident documents the change on the OF-288 as instructed in the Interagency Incident Business Handbook.

Send original Hiring Form with AD payment and note the changes of positions on the OF-288.

Severity Resources - Resources coming home from severity assignments with an anticipation of two days off. Mary Ann will pursue talking to Neal and Tory about a letter of direction for Severity resources and how to manage time off and fatigue.

Suggest that each of the IAC's talk with FFMO's to remind them that the ordering unit is responsible for the management of fatigue and the 14 day with two mandatory days off does NOT apply to severity assignments.

EERA's - EERA's will not be used for severity unless they have been competed and it has a percentage for severity, i.e. Best Value Agreements from Region 1 have been competed and have a reduce severity rate.

You may also negotiate a severity rate with existing EERA's within your geographic area, work with local Contracting Officer.

AD EMT's with EERA for Kits - Should an EMT have a kit? What is the standard for the Kit? This issue will be passed to the Health and Safety Working Team for them to consider. Could an option be to establish a standard kit and perhaps have it stocked in the cache system along with the current Incident Medical Kits? Also discussed that the payment center is seeing several EERA's for kits and for vehicles. Should we be paying for kits for AD's? Do we need to approve what is in them?

In addition, Mary Ann mentioned that a National Policy will be issued on what should be hired with AD's and what may be more appropriate to hire under contract. Examples of positions that are currently being hired more than one way: FBAN, EMT.

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Social Security - AD Hire in Region 2 had a notice from Social Security that wages earned over a certain amount will reduce SS annuity; HR confirmed that wages earned as an AD do count towards the maximum allowable earned before a reduction is applied. Mary Ann will recommend language added to the 2007 AD pay plan that AD's under a SS retirement could have their annuity affected by working as an AD. For more detailed information go to the SS website.

Template for Interagency Agreements - This is a template for interagency master agreements with the general terms and conditions standardized. There will be some latitude for the regions to use this and make it work for different areas. There will also be some Cost Share guidance in this agreement. Approved by NFAEB - next step is OGC and DOI Solicitor.

FS Website - Emmy is adding an EaTIS link to the Incident Business site. Fire log is being updated by Emmy each week. Keep checking this site for new stuff.

Instructions for IMT's to Upload Electronic Payments - Mary Ann is getting close to having these instructions out to the field. The teams will be able to upload the data to do electronic payments. Data will be getting to the ASC so the electronic payments can be monitored for issues, etc.

Draft Year-End Instructions - Tina explained the process and asked that IAC's look at the information to see if there are any fatal flaws. There should be better clarification in the instructions for 2006 Year-End.

Comments from the group during the conference call included the following:

- The AD spreadsheet may need more clarification for the field; Debbie will look at it again.
- Reimbursable Spreadsheet will be sent out quarterly, which is a requirement for ASC. This is needed to develop revenue accounts.

Job Code letter will not be issued for 2006, use the 2005 letter for guidance.

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Tina was able to get two cell phones for Incident Business at ASC (renamed Incident Finance). These cell phone numbers will be published for the IAC's/IMT's to use. **Do not give out to venders.**

MISC Comments:

New Travel Contractor will not be awarded until late fall. This was done so we would not deal with emergency travel and a new system too.

August notes will be taken by Bobbe Bilyeu.

Encourage IMT folks to work at the Payment Center in Ogden. Allot to learn from working at the EERA Payment Center.